



## **STATEMENT OF HEALTH AND SAFETY POLICY**

*Health and Safety at Work Act 1974*

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## Policy updated and approved by Board

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Signed



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Next Scheduled Review Date: March 2026

## PART ONE

### General Statement of Policy, Duties and Responsibilities

#### 1.1 Introduction

The Archway Foundation, through its trustees, acknowledges its legal responsibility as an employer for providing a safe and healthy workplace for all employees, volunteers and all other persons entering the premises occupied by The Archway Foundation or carrying out the business of providing its services. We are committed to ensure so far as is reasonably practicable that:

- All staff are safeguarded fully in respect of health, safety and welfare whilst at work.
- Members of the public who enter our premises such as contractors, employees, volunteers, service users ("Friends") or visitors are not exposed to health and safety risks during the course of their business. However, everyone has a responsibility for their own safety.

#### 1.2 Policy

The Archway Foundation's policy is to:

Take responsibility for the care of our employees, volunteers, Friends (service users) and all others" by reducing the risk of harm to a minimum during work activities"

- Provide conditions of work for all employees and volunteers which prevent danger to health. This means that assessments will be carried out to enable hazards and risks to be identified and controls put in place.
- Ensure that all machinery and equipment is maintained properly and that none will be used knowingly when it may present any risk to safety.
- Provide means of access and exit which are safe and without risks to health.
- Provide information, instruction, training and supervision, with the object of ensuring so far as is reasonably practicable the health and safety at work of every employee, volunteer and visitor.
- Ensure that the health, safety and welfare of all employees, volunteers, Friends and others is under continuous review by management at all levels.

#### 1.3 Responsibility

The Board of Trustees are collectively responsible for providing leadership and direction on health and safety. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements. This will be done primarily through the "Keeping Archway safe" subcommittee of the Board. The lead Trustee with responsibility for Health and Safety is James Tweed.

Angelo Fernandes, the CEO of The Archway Foundation, has responsibility for the implementation of this policy and it is his responsibility to ensure that the requirements of all aspects of Health and Safety Legislation are established, and to advise the trustees accordingly. He will achieve this in consultation with employees and volunteers about their risks at work and current preventive and protective measures in place.

Employees' and volunteers' responsibility is to:

- Take care of their own health and safety
- Report hazards: Report any known health and safety hazards that might affect others
- Avoid damaging property: Act respectfully and avoid damaging property

## PART TWO

### Organisation of Health and Safety

#### 2.1 Organisation

It is the responsibility of The Archway Foundation's CEO to monitor Health and Safety within the organisation and to report any issues to the trustees. Authority may be delegated to other staff members as appropriate and agreed by the CEO and trustees. These staff members will then exercise the authority given them and take responsibility for actions within their area of control.

The trustees will appoint one member to take a special interest in Health and Safety matters, to bring discussion points and recommendations to the Board and to support the CEO.

The Archway Foundation functions with a very high level of volunteer activity lead and supported by staff. A key part of the organisation of Health and Safety is therefore that all employees and volunteers will ensure that:

- They are aware of, and comply with, the contents of this safety policy.
- They take care of themselves and others who may be affected by their actions or omissions.
- They are aware of all fire and evacuation procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it.

#### 2.2 Prevention and risk assessments

Relevant risk assessments are completed in the office environment and venues used for delivery of the service and events. Any identified risks are assessed by the CEO or delegated staff member and appropriate action taken. Risk level is recorded in the risk register using the Risk Assessment Matrix detailed in our Incidents and Serious Incidents Policy.

Health and safety information and instructions are given to employees and volunteers as well as appropriate guidance and training (as relevant to role and work environment). This includes Fire Evacuation, Accident reporting, Confidentiality, Lone Working, Risk Assessment, First Aid, Passenger Assistance and safeguarding. Suitable arrangements are in place to cover employees and volunteers engaged in work in venues away from the office.

#### 2.3 Incidents including accidents and near misses

All incidents including accidents and near misses must be reported to the relevant co-ordinator who informs the CEO.

All accidents occurring on any part of the premises occupied by The Archway Foundation, or incurred whilst any member of staff or volunteer is carrying out business on behalf of The Archway Foundation must be recorded in the accident book. One is taken to each social group venue and one in the Archway Office.

All 'near misses' which could have caused injury should be reported to the CEO who will inform the Board as part of their Health & Safety Report at each meeting.

## **2.4 First Aid**

A First Aid box will be available in The Archway Foundation office kitchen and any venue we hire will be checked to ensure one is available.

Each Social Group leader will have a list of The Archway Foundation's trained First Aiders and a list will be displayed on the Archway Office noticeboard.

It is the responsibility of the CEO to ensure that there are sufficient trained First Aiders within the organisation and that their training is kept up to date.

## **2.5 Fire**

The CEO is responsible for Fire Precautions and Procedures at The Archway Foundation.

The Social Groups Co-ordinator is responsible for ensuring that Fire Precautions and Procedures are implemented across all social groups.

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire. The three most important actions are, in chronological order, to:

- Raise the alarm.
- Summon the fire brigade.
- Evacuate the building following evacuation procedures laid down by The Archway Foundation (for its offices) and by the venues used by The Archway Foundation.

Evacuation Procedures are displayed in The Archway Foundation's Office and the CEO is responsible for ensuring that employees, volunteers and visitors in the offices are made aware of these procedures. The co-ordinators of each of the Social Groups and Services, and lead organisers of any social or fund-raising event are responsible for informing employees, volunteers, Friends and visitors of the fire procedures at each venue. These procedures are described in detail in Part 4 Appendix 2.

## **2.6 Security**

It is the responsibility of all staff and volunteers working at The Archway Foundation's premises to ensure their own security. Everyone should therefore:

- Ensure that all doors and windows are closed and locked where possible, alarms set as required, and switch off all heaters, lights, etc. if they are the last person to leave the office.
- Individuals are responsible for the safe keeping of their own money and personal belongings whilst on The Archway Foundation's premises. The Archway Foundation cannot be held responsible for any losses of money or personal property whatsoever.
- Use of the intercom to identify callers is essential and careful questioning of any unexpected caller should be made before a decision is taken to admit them into the building. When working alone in the office, do not admit anyone who is unexpected and unknown (see Lone Worker Policy).

## **2.7 Display Screen Equipment**

The Archway Foundation CEO will have a copy of HSE leaflet INDG36 'Working with VDUs', will comply with the guidelines contained therein, and bring it to the attention of all employees at The Archway Foundation. It is the responsibility of each member of staff at The Archway Foundation to ensure that they comply with the recommendations relating to good practice contained in this publication.

All employees are given the H & S leaflet on Working with Display Screen Equipment and are asked to watch a video [https://www.youtube.com/watch?v=F8\\_ME4VwTiw](https://www.youtube.com/watch?v=F8_ME4VwTiw) on to how to set up their workstation to maintain best practice for healthy use of VDU's

## **2.8 Manual Handling**

The Archway Foundation CEO will have a copy of HSE leaflet INDG143 'Getting to grips with manual handling', will comply with the guidelines contained therein, and bring it to the attention of all employees at The Archway Foundation and any volunteers involved with manual handling for the organisation.

All employees and volunteers should make proper use of equipment provided for their safety.

It is the responsibility of each Archway Foundation employee and volunteer to ensure that they comply with the recommendations relating to good practice contained in this publication.

## **2.9 COSHH**

The Archway Foundation CEO will have a copy of HSE leaflet INDG136 'Working with substances hazardous to health' and will comply with the guidelines contained therein, and bring it to the attention of all Archway employees (and volunteers who are involved with COSHH substances in their Archway duties) via this policy.

It is the responsibility of each Archway Foundation employee and volunteer to ensure that they comply with the recommendations relating to good practice contained in this publication.

## **2.10 RIDDOR**

The Archway Foundation's CEO will have a copy of HSE leaflet INDG 53 'Reporting accidents and incidents at work' <https://www.hse.gov.uk/pubns/indg453.pdf>, will comply with the guidelines contained therein, and bring it to the attention of all employees via this policy

It is the responsibility of each Archway Foundation employee to ensure that they comply with the recommendations relating to good practice contained in this publication.

## **2.11 Lone Working**

Risks that particularly affect lone workers include:

- violence: lone working does not always mean a higher risk of violence, but it does make workers more vulnerable. The lack of nearby support makes it harder for them to prevent an incident.

- stress and mental health or wellbeing
- a worker's medical suitability to work alone
- the workplace itself, for example if it's in a rural or isolated area

We will:

- train, supervise and monitor lone workers (either employees or volunteers)
- keep in touch with them and respond to any incident
- ensure there is a reliable system to ensure a lone worker has returned to their base once they have completed their task
- regularly test these systems and all emergency procedures to ensure lone workers can be contacted if a problem or emergency is identified

## **2.12 Home Working**

As an employer, we have the same health and safety responsibilities for people working at home as for when they work in the office.

Most of the time, risks to home workers will be low and the actions we take to protect them will be straightforward.

Things we will consider as part of our risk assessment for home workers include:

- stress and poor mental health
- using equipment like computers and laptops safely
- their working environment

### **Risk assessment**

Our risk assessment will cover home workers.

It is important to keep a balanced and proportionate approach for home workers. In most cases we do not need to visit them to ensure their health and safety, but we should make sure they have a healthy and safe environment to work in. For example, workers can complete a self-assessment provided they have been given suitable training. Where they use DSE in the home and office, our assessments should cover both situations.

Where our risk assessment indicates we need to take some action, our workers cannot be charged for this.

### **Working environment and accidents**

We will take reasonable steps to make sure our workers have a safe place to work when at home.

#### Electrical equipment

We will ask our workers to visually check for any damage to sockets, plugs or leads used in connection with their work. We are only responsible for electrical equipment we have provided to our workers but will make sure it is being used in a safe environment.

#### Slips and trips

We will provide advice on how to minimise the risks of slips and trips by keeping their work area clear of obstructions, spillages and trailing wires.

### Emergencies

We will ensure our workers know what to do in an emergency. Emergency procedures should include guidance on how and when home workers should contact us, including details of any emergency contact numbers.

We will consider what we would do if we could not get in contact with a home worker, including holding emergency contact details.

### Lone working

There will be risks for those with no direct supervision or anyone to help if things go wrong. We will provide guidance on lone working.

### Reporting accidents for home workers

Not every incident in a person's home will be reportable. An incident may be reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) if it occurred as a result of:

- the work activity being done
- the equipment we have provided to carry out that work

We have the same responsibilities for home workers under RIDDOR as we do for anybody else.

### **When people cannot work from home**

We will agree alternative arrangements for people to use our workplace or another suitable location, if we decide:

- someone's home is not a suitable work environment
- reasonably practicable measures cannot be taken to protect them

### **2.11 Work-related stress**

HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them.' We will provide planning, training and support to reduce pressure and bring stress levels down.

#### **Signs of stress**

We have a legal duty to protect workers from stress at work by doing a risk assessment and acting on it. We will assess the risk of stress, and its impact on mental and physical ill-health, in the same way as we assess other work-related health and safety risks. We may need to develop individual action plans for workers suffering from stress.

### **2.12 Useful information**

Useful Information is available at:

[www.hse.gov.uk](http://www.hse.gov.uk)  
[www.nashics.org](http://www.nashics.org)



## PART THREE

### Arrangements and Procedures

#### 3.1 Implementation

This Policy requires the co-operation of every person who works or volunteers for The Archway Foundation and who has personal responsibilities under the law. The Archway Foundation requires everyone to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by The Archway Foundation and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents and any incidents that have led, or may lead to, injury, illness or damage.

If any person fails to follow Health and Safety Procedures and policies or acts in a reckless manner constituting a serious danger to the safety of any person or resulting in serious damage to property, disciplinary action will be taken.

The Archway Foundation's Health and Safety Policy will be monitored to make sure it is effective and will be regularly reviewed and revised as necessary.

#### 3.2 Social Groups

It is the responsibility of each Social Group Co-ordinator to be familiar with and ensure the implementation of The Archway Foundation's Health & Safety Policy and Procedures, doing everything possible to ensure the health and safety of employees, volunteers, Friends and visitors.

For each meeting, the principles to be followed involve:

- **Look at the venue** - checking access, exits, ramps, gangways, equipment and cables.
- **Security** – keeping track of who else is entering and leaving the hired space and ensuring sufficient support is available for everyone on arrival and departure.
- **Fire and Evacuation Procedure** -
  - Be familiar with venue's address and postcode and its evacuation procedure.
  - Know the location of alarm buttons / fire extinguishers / exit routes.
  - Ensure there is a Designated Fire Marshall and know the specific procedures for the venue.
  - Keep accurate register (essential for fire procedure).
  - Have details of the Venue's own policy on emergency contact details.
- **Kitchen** -
  - One person designated as being in charge.
  - Lead volunteer or staff member must have Level 1 Food Hygiene Certificate.
  - Volunteers and staff to wash hands before handling food.
  - Care over what type of food is being cooked /prepared. No meat products are to be accepted from Friends or volunteers.
  - Food items containing nuts should be clearly labelled.
  - Ensure any allergies are known and listed on Refreshment box.

- **First Aid -**
  - Know the location of the First Aid Box.
  - Know who are trained First Aiders (minimum of 1 and preferably for each social group).
  - Know location and use of accident book.
  - Be alert to changes in mental state/ mental health of anyone within the group, assess risk and act accordingly.
  
- **Friends -**
  - All have been assessed for appropriateness for the group setting at initial appointment. The groups do not operate a 'drop in' facility so anyone arriving who is not known to Archway will need to be respectfully asked to give their contact details so an assessment appointment can be arranged.
  - Anyone considered too unwell/ intoxicated to be within the group should be asked to leave, or transport home be arranged for them if known to us.
  
- **Volunteers -** from their training, should be familiar with:
  - Lone worker policies, (covering both individual (one to one) support and driving.
  - Safeguarding Policy & Procedures
  - Equal Opportunities/ Diversity, Physical Contact Policies.
  - Passenger assistance. (When transporting Friends by car to and from Social groups and / or on outings and assisting them to enter and exit the building/ their home.

Volunteers may need further reminders and clarity around boundaries and confidentiality, for example that they should not meet with Friends outside the group, also extra support and guidance in managing their passengers, manoeuvring wheelchairs and lifting chairs and mobility aids in and out of vehicles.

- **Events and Outings -**
  - Written risk assessment to be carried out for each event.

## PART FOUR

### Appendices

#### Appendix 1 – Evacuation procedure: The Archway Foundation Office (St. Clement's Centre)

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##### Be prepared by:

- Any person discovering a fire: set off the fire alarm. The fire alarm points at the St Clement's Centre are located: in the upstairs corridor next to the Parish Office, by the back door and in the foyer by the fire doors.
- When the alarm sounds everybody is to leave the building in an orderly fashion by the nearest exit. Please follow green fire exit signs.
- Dial 999 to contact the Fire and Rescue Service
- Congregate at Fire Assembly Point. For St Clement's Centre this is located by the garages in the Centre car park.
- Do not re-enter the Building until the Fire and Rescue Service has said it is safe to return.

##### In case of fire:

- Sound alarm using the call points
- Do not attempt to tackle the fire unless you re certain you can do so without putting yourself or others at additional risk, and only using the extinguishers and blankets available.
- Do not feel responsible to check that others are in other parts of the building\*
- Leave the building calmly and promptly using the stairs and main doors if possible
- Report to the designated assembly point
- Most senior member of Archway staff takes a roll call to check that Archway occupants have evacuated.
- Do not re-enter until told by St. Clement's fire officer that it is safe to do so.

\* At all times, staff need to know who is in the Archway offices - groups using the Hall are responsible for checking everyone has arrived at the muster point safely. Check no one is left locked in a toilet - banging on the door and shouting through the door in passing is probably adequate.

##### Notify:

<b>Angelo Fernandes</b>	<b>07703186041</b>
<b>Jacqueline Cole</b>	<b>01865 790552</b>

##### After the event check list for fire evacuations/ tests at St. Clement's Centre:

- Did all personnel evacuate the property?
- Was reaction to the alarm satisfactory?
- Did someone from Archway take a roll call?
- Was there a pre- determined Assembly area that was used (Garages)?
- Did personnel use nearest fire escape routes?
- Did personnel stop to collect belongings (not allowed)?
- Are there adequate escape procedures for physically and sensory impaired personnel?

## Appendix 2 – Fire Evacuation for Social Groups

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### **A. Important points to remember:**

1. We are dealing with vulnerable Friends who may have real mobility issues.
2. We must try to remain calm and not rush or run.
3. We must follow instructions given by staff members and key volunteers or a delegated supervisory person.
4. The assembly point is detailed on the fire information in each venue
5. Completion of the register and totals need to be done as soon as possible once people have arrived and the groups starts.

### **B. Familiarise yourself with the fire procedure for the venue, the fire exits, routes out of the buildings and fire assembly point.**

### **C. Apply these general principles:**

1. Most mobile leave first.
2. Least mobile leave last to avoid congestion.
3. Volunteers help the least mobile.
4. Try and ask if everyone has their house key with them.

### **D. Volunteers:**

1. Identify the most vulnerable Friends sitting at your table first. They will need special attention and support.
2. Do not allow people to gather belongings except if they need their walker or their handbag (with house key) if close at hand. Do not worry about coats.
3. Escort them to the best fire exit doors
4. Make sure the Friends remain at the assembly point. Under no circumstances should Friends go straight home.
5. Do not rush the Friends. We do not want to risk any falls.
6. Make sure the Friend's name is ticked off on the register
7. Tell them they must wait with the register and under no circumstances must they enter the building or go home until the all clear is given.
8. Give your name to the person with the register.
9. Do not go back into the building yourself.
10. Prevent others from blocking the road or going back into the building.

**G. Areas of special responsibilities:**

1. Everyone:
  - If it is obvious that there is a real fire, set off the alarm yourself
  - Do not attempt to tackle the fire yourself with any equipment.
  - Tell group leader, other staff or lead volunteers, where the fire is.
2. Roll call - the person who took the register of Friends and volunteers at the beginning of the group takes the register, and pens to the assembly point. Check off names very carefully. Insist that neither Friends nor volunteers go back into the building.
3. Staff and lead volunteers need to know the location of fire extinguishers and how to use them correctly.
4. Calling the Fire Brigade:
  - Inform them of the address and postcode of the venue.
  - Tell them where the fire is.

## **Appendix 4 – Fire Evacuation for other Archway Foundation Meetings and Events**

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### **A. General principles:**

1. As a general rule, as part of our review of the suitability of premises for our activities, we will assess them for suitability for our use according to the needs of our staff, Friends and volunteers who will attend.
2. We will adopt the fire evacuation arrangements of the owner/ manager of the premises where the meeting or event takes place.
3. The meeting or event leader will, before the start of the event, establish the fire evacuation arrangements in place for the premises, and will brief them to attendees.

## Appendix 5 – Regular Activities Checklist Template

The table below provides the template that summarises the regular actions necessary to keep this Policy up to date.

<b>Action and Review Summary</b>				
<b>Area</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>Date actioned</b>	<b>Review date</b>
Fire Evacuation Practice at Archway Office	Tour to identify appliances and call points and Evacuation practice	CEO		
Fire Evacuation Practice at Friends Meeting House, St Giles, Oxford	Tour to identify appliances, call points and evacuation procedure	Area Lead		
Fire Evacuation Practice at St. Clement’s Centre, Oxford	Tour to identify appliances, call points and evacuation procedure	Area Lead		
Fire Evacuation Practice at Abingdon Baptist Church.	Tour to identify appliances, call points and evacuation procedure	Area Lead		
PAT testing	Electrician to be booked to PAT test equipment at office and social group venues	Office Manager		
First Aid at Social Groups	Social Group First Aid kits to be checked and minimum of 1, preferably 2 First Aiders with up to date certificates to be present at each social group.	Area Lead		
First Aid at Office	First Aid kit to be checked and minimum of 2 staff to be First Aiders with up to date certificates	Office Manager		
Board annual review	Review of H&S Policy at the Board	CEO		